GRANTS.GOV[SM]

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User Guide

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Welcome

Welcome to the "For Grantors" section of Grants.gov!

The For Grantors section of Grants.gov allows you perform the various functions that you will need to manage application packages, templates, agencies and agency users. In addition, you will be able to view and retrieve submitted applications, as well as assign agency tracking numbers to submitted applications.

The functionality available to you is listed on the left side of the screen and is based on the role(s) defined for you by your Grants.gov Role Manager.

If you are using a Netscape browser, you may experience some difficulties in using this section of the site. Please contact Customer Support via email at support@grants.gov if you have any questions/problems.

Welcome to Customer Support

Grants.gov customer support resources will help you find answers to your questions. Click the links below or on the left navigation bar to get the help you need. All customer support resources launch in pop-up windows so that you don't lose your place on Grants.gov. Just access the help you need and close the pop-up window to return to where you are on the site.

If you have questions at any time while on Grants.gov, help is just a click away.

If you have a question, you can easily get an answer from one of the following:

•Context-Sensitive Help

•Frequently Asked Questions

•Tutorial

•User Guide

•Quick Reference

•Glossary

•Contact Us

To access any one of these support resources which have been customized for grantors, you will need to login to the For Grantors section of the site and click the **Customer Suppor**t tab. If you are not logged into the For Grantors section, you will see the support resources customized for the Grant Community.

Help

The Help provides you context-sensitive information for each screen.

To access the **Help**, simply click **Help** at the top of any screen.

This will open the **Help** screen to a topic which provides you with detailed information and/or instruction for the screen that you are on at Grants.gov when you click **Help.**

Help screen

Clicking the **Menu** button on the bottom of the screen will return you to the complete topic list. To view the content of any topic, click its name.

Clicking the **Back** and **Next** buttons on the bottom of the screen allows you to navigate to pages you have visited while in the Help.

Clicking the **Print** button on the bottom of the screen will open your **Print Dialog Box** so that you can print the screen contents.

Clicking the **Search** button on the bottom of the screen will allow you to search the Help for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Userguide** button on the bottom of the screen will allow you to download a User Guide.

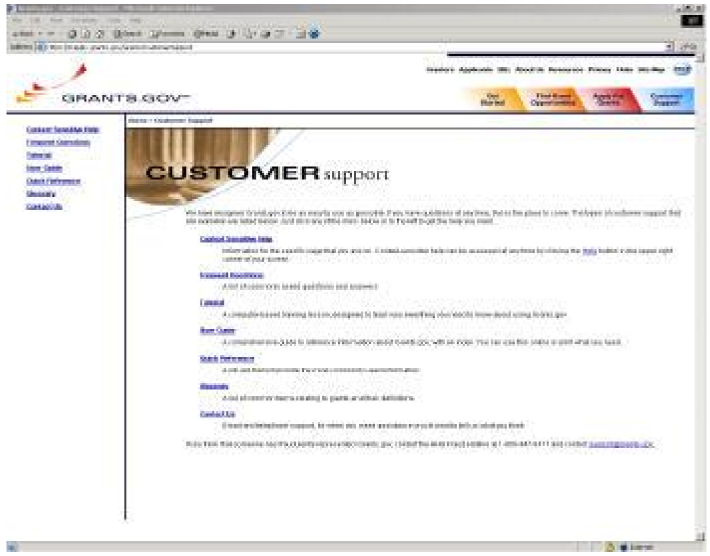
Clicking the **Exit** button will close the Help.

Frequently Asked Questions

Frequently Asked Questions provides you with a list of commonly asked questions and their answers.

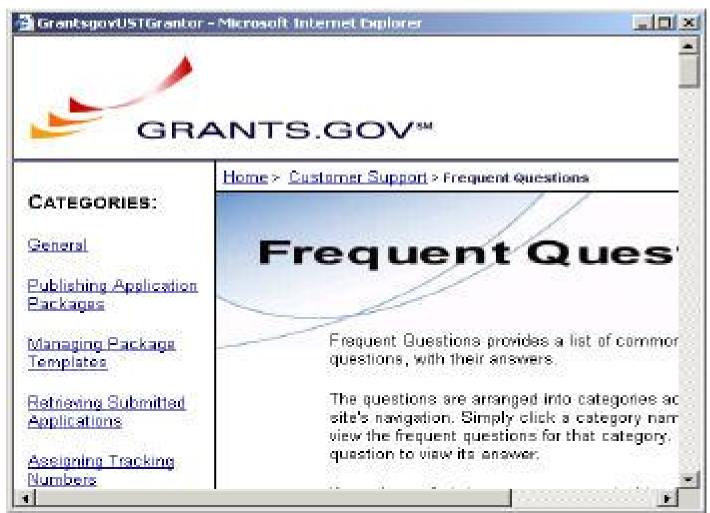
To access the Frequently Asked Questions, click the **Frequent Questions** link on the left of the **Customer Support** screen.

Customer Support screen



This will take you to the **Frequently Asked Questions** screen.

Frequently Asked Questions screen



The questions are categorized to match the site. To view the questions for a specific category, simply click the category name on the left of the screen.

To read the answer to a question, simply locate the question and click it. When you have finished reading the answer, you can quickly return to the top of the question list by clicking the **Return to Questions** link.

To exit the Frequently Asked Questions, click on the X at upper right corner of the **Frequently Asked Questions** screen.

Tutorial

The Tutorial is a computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.

To access the Tutorial, click the **Tutorial** link at the top of any screen. This will take you to the Grants.gov Tutorial.

Tutorial screen

The Tutorial is organized by modules. Each module is subdivided into detailed topics.

Clicking the **Menu** button on the bottom right of the screen will take you to a list of modules. To access a module, simply click the module name, or select the module name from the **Module** drop down box on the right of your screen. To access a specific topic, simply click the topic name, or select the topic name from the **Topic** drop down box on the right of the screen.

Clicking the **Index** button on the bottom right of the screen will take you to a full list of modules and topics. You can easily access any module or topic by clicking its name.

Clicking the **Print** button on the bottom right of the screen will open your **Print Dialog Box** so that you can print the contents on the left of the screen.

Clicking the **Glossary** button on the bottom right of the screen will take you to a glossary of terms that you may need to know while using Grants.gov.

Clicking the **Search** button on the bottom right of the screen will allow you to search the Tutorial for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Exit** button will close the Tutorial.

Clicking the **Back** and **Next** buttons allows you to navigate to pages you have visited while in the Tutorial.

To view the Tutorial customized for the Grant Community, click the **Launch Grantee Tutorial** button on the bottom of the main menu of the Tutorial.

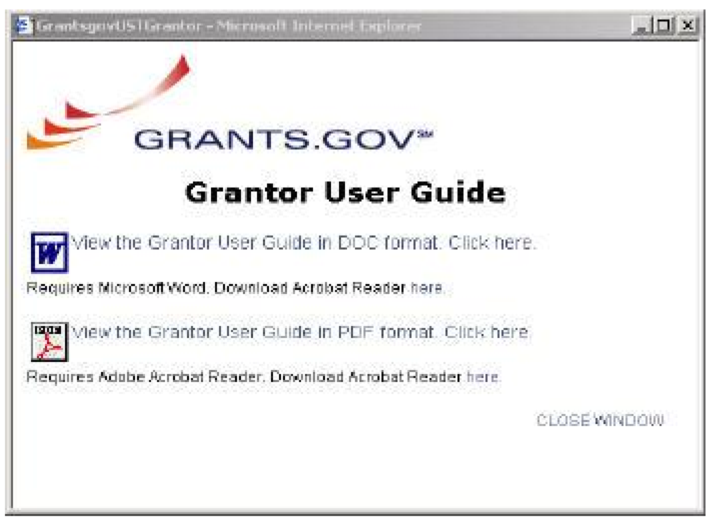
You can also download a User Guide by clicking the **Download User Guide** button on the bottom of main menu of the Tutorial.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov, you can use this online or print out what you need.

To view the User Guide, simply click the User Guide link on the left of **Customer Support** screen. This will open a User Guide window.

User Guide Window



You can download the User Guide as a Microsoft Word document or as a PDF document. You will need Adobe Reader to view the PDF document.

To download the Microsoft Word document User Guide, click **View the Grants.gov User Guide in DOC format**. **Click here.**

If you have Adobe Reader and want to download the PDF User Guide, click **View the Grants.gov User Guide in PDF format. Click here.**

If you do NOT have Adobe Reader, you can download and install it. Click the **here** link at the end of **Download Acrobat Reader here**. You will NOT be able to view the PDF User Guide without Adobe Reader.

This will take you to the Adobe website where you can download and install Adobe Reader for free. Follow the onscreen instructions to download and install the program.

When you have downloaded the User Guide, click the **Close Window** link to close the **User Guide** window.

Quick Reference

The Quick Reference is a job aid that will provide the information you likely will use most often.

To read the instruction for the topic that you selected, simply locate the topic and click it. When you have finished reading the answer, you can quickly return to the top of the page by clicking the Return to Top of Page link. To exit the Quick Reference page, click on the X at upper right corner of the Quick Reference screen.

Customer Support screen

This will take you to the **Quick Reference** screen.

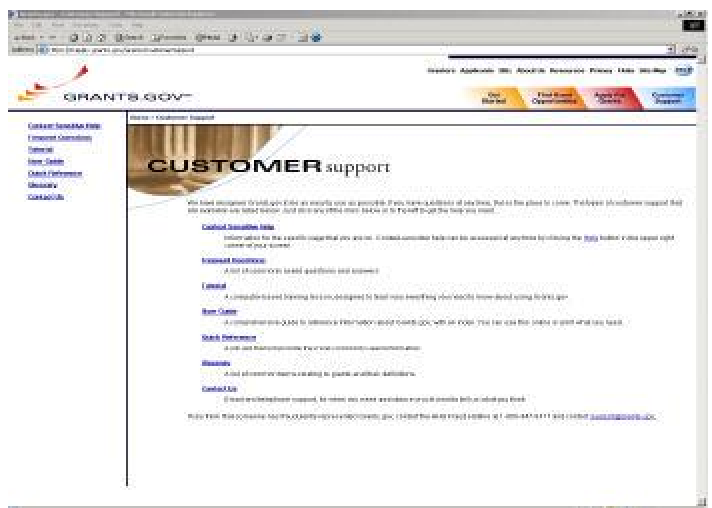
Quick Reference screen

Glossary

The Glossary is a list of common terms relating to grants and their definitions.

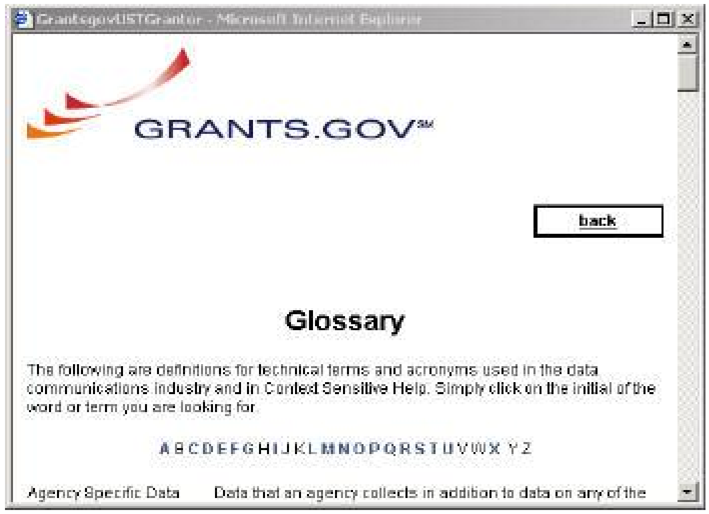
To access the Glossary, click the **Glossary** link on the left of the **Customer Support** screen.

Customer Support screen



This will take you to the **Glossary** screen.

Glossary screen



Contact Us

If you haven't found what you need using any of the other customer support options or would like to give us some feedback about the site, send us an email or give us a call!

You can email us at support@grants.gov.gov or reach us by telephone at 1-800-518-GRANTS (1-800-518-4726). The Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT (Eastern Standard Time).

Logging In and Out

The For Grantors section of the site is designed to provide you with all you need to know to support the grant community in finding and applying for grants through Grants.gov.

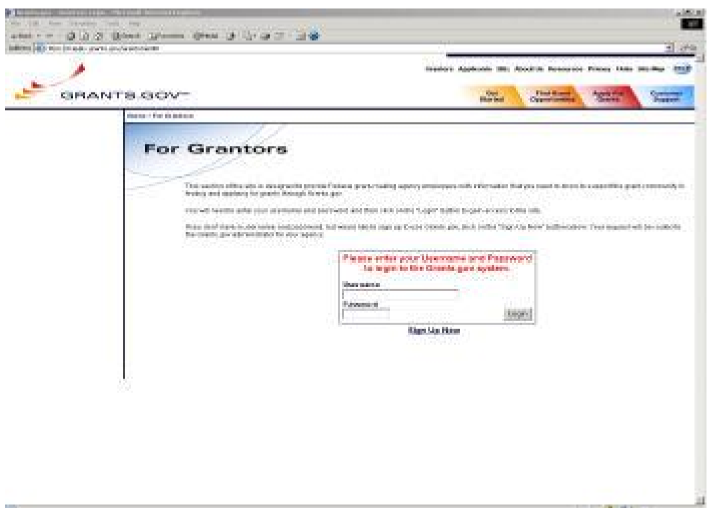
Logging In

In order to gain access the to For Grantors section of Grants.gov, you will need to login.

To access the login screen, click the **Grantors** link at the top of any screen. Click the Login Here button.

This will take you to the **Login** screen.

Login screen



Enter your username in the **Username** field.

Enter your password in the **Password** field.

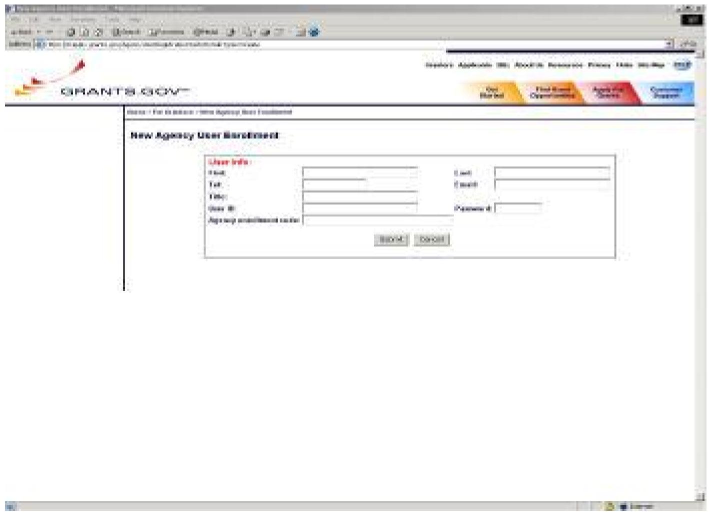
Click the **Login** button.

New Users

To sign up as a new user, click the **Sign Up Now** link under the login box.

This will take you to the **New Agency User Enrollment** screen.

New Agency User Enrollment screen



Enter your first name in the **First** field.

Enter your last name in the **Last** field.

Enter your business telephone number in the **Tel** field.

Enter your business email address in the **Email** field.

Enter your title in the **Title** field.

Choose a user name and enter it in the **User ID** field. Your user name can include any combination of letters and numbers up to 10 characters long.

Choose a password and enter a password in the **Password** field. Your password can include any combination of letters and numbers up to 10 characters long.

Enter your agency enrollment code in the **Agency Enrollment Code** field. If you enter an invalid enrollment code, you will not be able to register.

Click the **Cancel** button to return to the previous screen.

Click the **Submit** button to register.

You will be taken to a **Registration Successful** screen confirming your registration.

Registration Successful screen

Click the **Home** button to return to the **Welcome** screen.

You will now be able to log into the **For Grantors** section.

If you forget your username or password

If you forget your username or password, you should contact your agency's Role Manager.

If you attempt to login more than three times, you will be locked out of the system and need to have your password reset.

Logging Out

You can logout of the Grants.gov at anytime by clicking the **Logout of Grants.gov** link on the left side of your screen.

This will take you to the **Logout** screen.

Logout screen

To log back in, simply click the **For Grantors** link at the top of your screen.

Resources

The Grants.gov “Resources” section enables you to access useful grants-related information, news and links.

You can learn about the following in the "Resources" section:

- Types of Grants - learn more about the 900 + grant programs being offered by the Federal government. The programs have been categorized by topic to make it easier for you to find information that is of value to you.
- Grant Making Agencies - learn more about the 26 Federal grant-making agencies.
- Related Links - resources that provide additional grant related information such as how to write a successful grant proposal.

To access any of the listed resources, simply click the resource’s link on the left side of the **Resources** screen.

Resources screen

Privacy

Thank you for visiting Grants.gov and reviewing our privacy policy. To access the privacy policy, click the **Privacy** link in the upper right corner of the screen.

Our privacy policy is clear: **We will collect no personal information about you when you visit our website unless you choose to provide that information to us**.

Here is how we handle information about your visit to our website:

If you send us personal information:

If you choose to provide us with personal information (by providing feedback or by asking a question) we use that information to respond to your message and to help us get you the information you have requested. We only share the information you give us with another government agency if your inquiry relates to that agency, or as otherwise required by law. Moreover, we do not create individual profiles with the information you provide or give it to any private organizations. We do not collect information for commercial marketing.

Site Security

For site security purposes and to ensure that this service remains available to all users, this government computer system employs commercial software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Links to Other Sites

This website has links to other websites. Once you link to another site, you are subject to the privacy policy of the new site.

Cookies

To use this website, you must enable cookies support in your web browser. Cookies will only be used for the duration of the individual session to allow you easy navigation within the website. A cookie is a small piece of information that is sent to your browser-- along with a Web page-- when you access a Web site. There are two kinds of cookies. A session cookie is a line of text that is stored temporarily in your computer's RAM. Because a session cookie is never written to a drive, it is destroyed as soon as you close your browser. A persistent cookie is a more permanent line of text that gets saved by your browser to a file on your hard drive. Depending on your browser settings, you may receive notification that a given site is requesting cookie information, possibly with an expiration date. Persistent cookies have an expiration date in the future. Session cookies have no date associated with them.

The Grants.gov website will create a session cookie whenever you access the website. The session cookie is automatically destroyed as soon as you close your browser. We do not create any persistent cookies.

About Us

To access the **About Us** section, click the About Us link on the top of the screen.

The Grants.gov is a simple, unified “storefront” for all customers of Federal grants to electronically find, apply for, and manage grants.

Grants.gov encompasses over 900 grant programs offered by the 26 Federal grant-making agencies. It streamlines the process of awarding $350+ billion annually to state and local governments, academia, not-for-profits and other organizations.

Grants.gov is one of the 24 Federal cross-agency E-Government initiatives focused on improving access to services via the Internet. The vision for Grants.gov is to produce a simple, unified source to electronically find, apply, and manage grant opportunities.

Included in this section is information about Grants.gov, information about the Program Management Office, media coverage, newsletters and news releases, as well as information about how to contact Grants.gov.

To learn more about Grants.gov, simply click the links on the left side of the **About Us** screen.

About Us screen

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Publishing Applications

This section of the site enables you to create, modify and delete application packages published on Grants.gov. In publishing an application package, you will utilize the templates created in the Manage Application Package Templates section. As part of this, you will also be able to add instructions specific to each opportunity and review your compiled application package before publishing it to Grants.gov for public view.

Publish Applications screen

This screen displays the current application packages for the agency/agencies that you represent.

To create a new application package, click the **Create Opportunity** button above the listed packages.

To modify an existing package, select the package that you want to modify by clicking in the checkbox in the package's row and then click the **Modify Opportunity** button.

To delete an existing package, select the package that you want to delete by clicking in the checkbox in the package's row and then click the **Delete Opportunity** button.

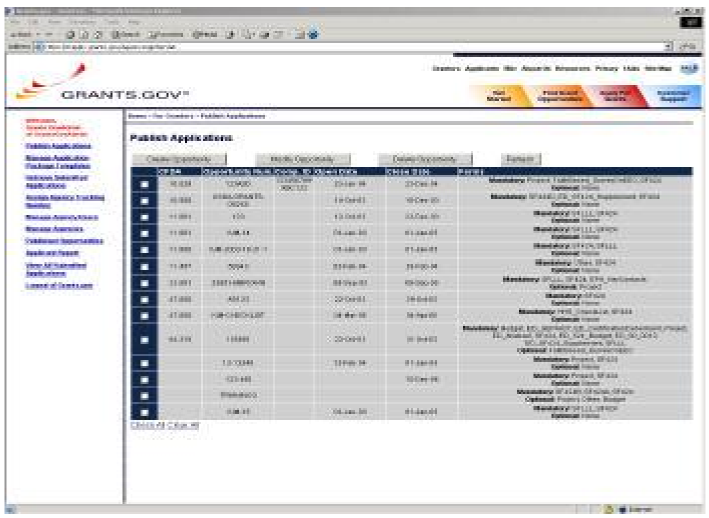
> **Note** – Once an application package is deleted, Grants.gov will no longer accept or process any applications which use the deleted package.

Creating Applications

To create new application packages to be posted at Grants.gov, click the **Publish Applications** link on the left of your screen.

This will take you to the **Publish Applications** screen.

Publish Applications screen

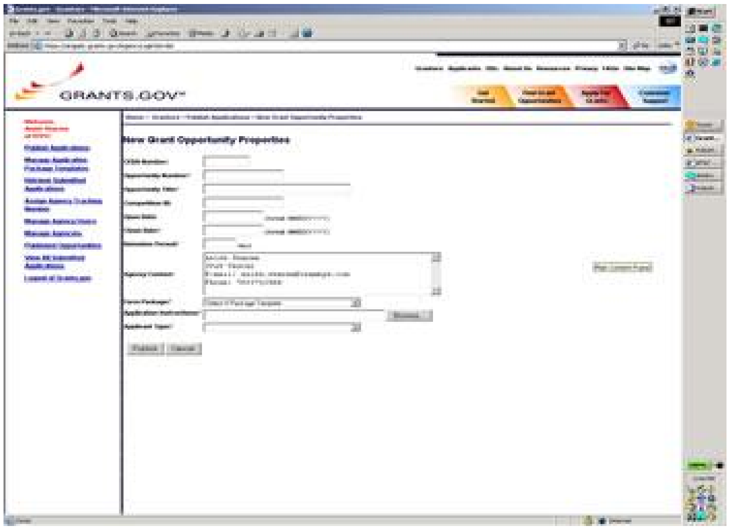


This screen displays the current application packages for the agency/agencies that you represent.

Click the **Create Opportunity** button above the listed application packages.

This will take you to the **New Grant Opportunities Properties** screen where you can enter information about the new application package.

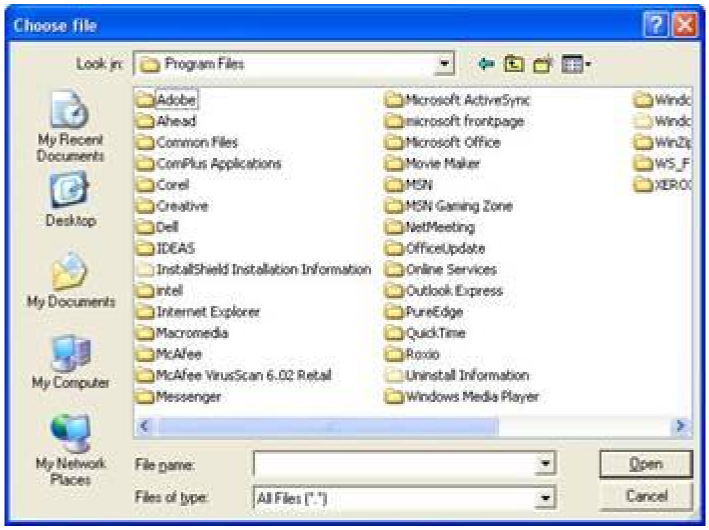
New Grant Opportunities Properties screen



- Enter your agency's CFDA number in the **CFDA Number** field. This must be a valid CFDA number.
- Enter an opportunity number in the **Opportunity Number** field. This field must be completed in order to publish the application package.
- Enter a title for the application package in the **Opportunity Title** field. This field must be completed in order to publish the application package.
- Enter the date by which the opportunity should be made available in the **Open Date** field.
- Enter the date by which the opportunity should no longer be available in the **Close Date** field.
- Enter the number of days for which the package should be retained in the **Retention Period** field.
- The **Agency Contact** field lists the first and last name, title, email address and phone number that was entered in your user profile. This information will be listed on the cover page of the application package as the agency contact information. You can edit any of the information listed simply by selecting the text and typing any revisions.
- Select the application package template for the application by clicking the arrow next to the **Form Package** drop down box. This field must be completed in order to publish the application package.
- You can upload application instructions from your computer by clicking the Browse button next to the **Application Instructions** field. This field must be completed in order to publish the application package.

  This will open a **Choose File** window where you can browse on your computer to the file which contains the application instructions.

Choose File window



Once you have selected the correct file, click the **Open** button.

You will be returned to the **New Grant Opportunities** screen where the path to the file will now appear in the **Application Instructions** field.

If you want to select a new file, simply click the Browse button again, select the correct file, and click the **Open** button.

- **Applicant Type Field** - Indicate the type of applicants the application package is intended for by clicking the arrow next to the **Applicant Type** drop down box. This field consists of three choices, **Organizations Only**, **Individuals Only**, and **Both Organizations and Individuals**. This field must be completed in order to publish the application package.

If you do not want to save the new the application package, click the **Cancel** button at the bottom of the screen. You will be returned to the **Publish Applications** screen where the new application package will not appear.

OR

If you want to save the new the application package, click the **Publish** button at the bottom of the screen.

This will take you to the **Opportunity Publication Verification** screen.

Opportunity Publication Verification screen

Review the information listed.

To view the application instructions that you uploaded, click the **View** link in the **Application Instructions** field.

If the information listed is not correct, click the **Review** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Publish Applications** screen without creating the new application package.

OR

If the information is correct, click the **Publish** button. This will make the new application package available to the public. You will be taken to an **Opportunity Publication** screen which will confirm that the new application package is now available for public download.

Opportunity Publication screen

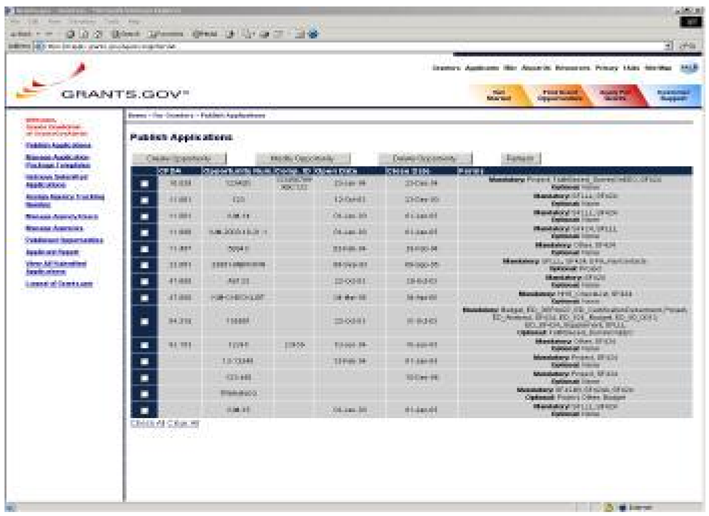
Click the **Continue** button to return to the **Publish Applications** screen. Your new application package will be listed with the other packages published for your agency.

Modifying Applications

To modify an application package that is published at Grants.gov, click the **Publish Applications** link on the left of your screen.

This will take you to the **Publish Applications** screen.

Publish Applications screen



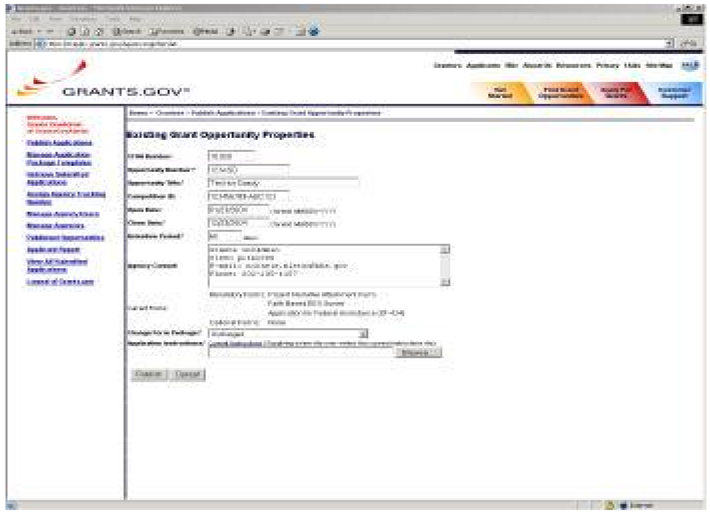
This screen displays the current application packages for the agency/agencies that you represent.

Select the application package that you want to modify by clicking in the checkbox in the first column of that application's row.

Click the **Modify Opportunity** button above the listed application packages.

This will take you to the **Existing Grant Opportunities Properties** screen.

Existing Grant Opportunities Properties screen



Make any necessary revisions.

Note – If you change the template associated with a published application package and an applicant submits an application which has the old template in it, Grants.gov will reject the application.

If you do not want to save the changes you made to the opportunity, click the **Cancel** button at the bottom of the screen. You will be returned to the **Publish Applications** screen and the changes will not be saved.

OR

If you want to save the changes you made to the opportunity, click the **Publish** button at the bottom of the screen to save the changes.

This will take you to the **Opportunity Publication Verification** screen.

Opportunity Publication Verification screen

Review the information listed.

To view the application instructions, click the View link in the **Application Instructions** field.

If the information is not correct, click the **Review** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Publish Applications** screen.

OR

If the information is correct, click the **Publish** button. This will make the updated application package available to the public. You will be taken to an **Opportunity Publication** screen which will confirm that the modified application package is now available for public download.

Opportunity Publication screen

Click the **Continue** button to return to the **Publish Applications** screen.

Deleting Applications

To delete an existing application package, click the **Publish Applications** link on the left of your screen.

Note – Once an application package is deleted, Grants.gov will no longer accept or process any applications which use the deleted package.

This will take you to the **Publish Applications** screen.

Publish Applications screen

This screen displays the current application packages for the agency/agencies that you represent.

Select the application package that you want to delete by clicking in the checkbox in the first column of that package's row.

Click the **Delete Opportunity** button above the listed application packages.

This will take you to the **Delete Opportunity Verification** screen.

Delete Opportunity Verification screen

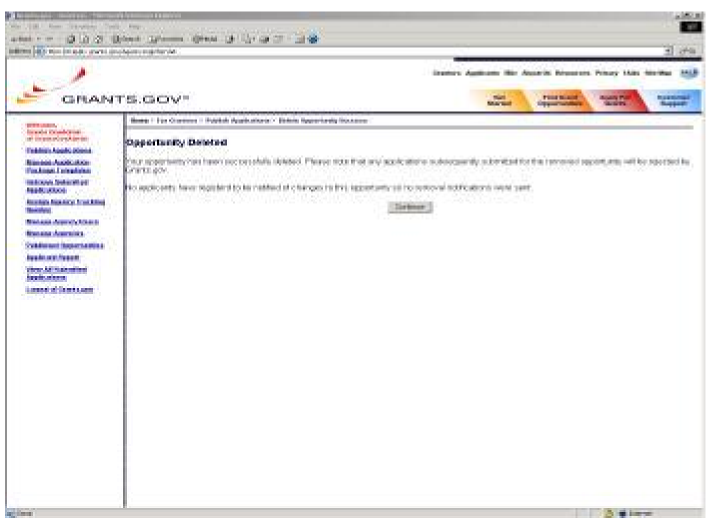
Click the **Cancel** button to return to the previous screen without deleting the listed template(s).

OR

Click the **Delete** button to permanently remove the listed application package.

This will take you to the **Opportunity Deleted** screen.

Opportunity Deleted screen

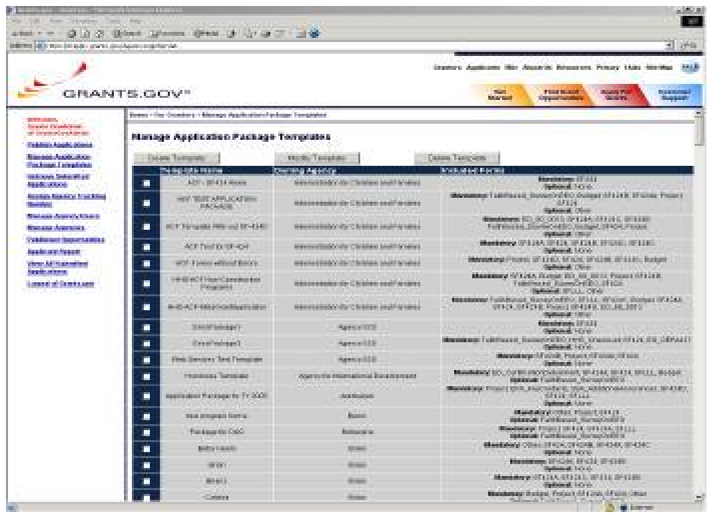


Click the **Continue** button to return to the **Publish Applications** screen.

Click the **Refresh** button to update the **Publish Applications** screen so that the application package you deleted no longer appears.

Managing Package Templates

Managing Package Templates screen



This section of the site enables you to create, edit and delete application package templates that can be reused for multiple opportunity-specific application packages. Once a template is created, you can then add instructions specific to a particular funding opportunity and publish the application package to Grants.gov through the Publish Application Packages section.

Creating, modifying and deleting application package templates has no effect on application packages already published on Grants.gov.

Creating Package Templates

To create a new application package template that can be used to create multiple opportunity specific application packages, click the **Manage Application Package Templates** link on the left of your screen.

Creating application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen.

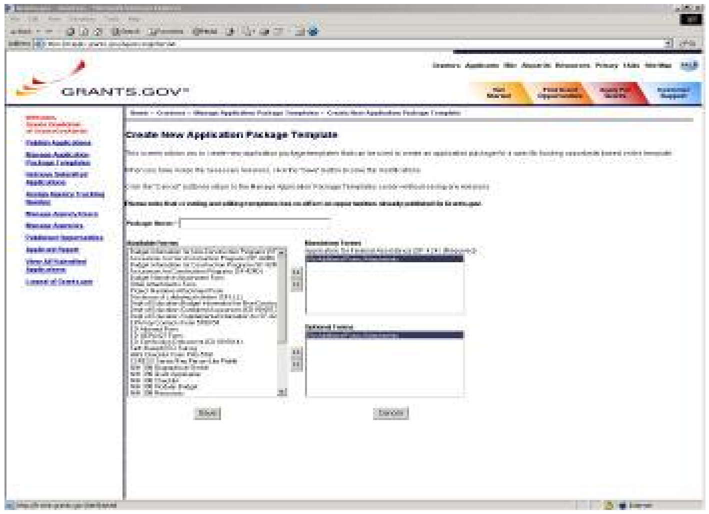
Manage Application Package Templates screen

This screen displays the available application package templates.

Click the **Create Template** button above the listed application package templates.

This will take you to the **Create New Application Package Template** screen.

Create New Application Package Template screen



Enter a name for the application package template in the **Package Name** field. This field must be completed in order to create the new application package template.

The **Available Forms** box lists the documents and forms that can be included in the template.

To assign the forms required for the application, select the form name by clicking on it and click the double arrows pointing toward the right >> next to the **Mandatory Forms** box.

Note – the SF-424 is a required form for all applications.

To assign the forms that are not required but may be used to provide additional support for the application, select the form name by clicking on it. Then click the double arrows pointing toward the right >> next to the **Optional Forms** box.

To remove a form from the **Mandatory Forms** or **Optional Forms** box, select the form name by clicking on it. Then click the double arrows pointing toward the left << next to the appropriate box.

If you do not want to save the new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new application package template will not appear.

OR

If you want to save the new the application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new application package template will appear.

Modifying Package Templates

To modify an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

Modifying application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen.

Manage Application Package Templates screen

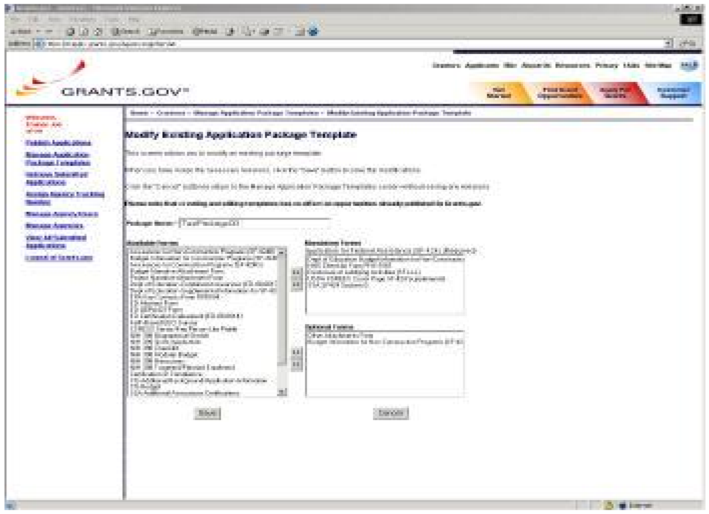
This screen displays the available application package templates.

Select the application package template that you want to modify by clicking in the checkbox in the first column of that template's row.

Click the **Modify Template** button above the listed application package templates.

This will take you to the **Modify Existing Application Package Template** screen.

Modify Existing Application Package Template screen



Make any necessary revisions.

If you do not want to save the changes you made to the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

If you want to save the changes you made to the application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will be saved.

> **Note** – the changes you made to the template will not be reflected in application packages that have already been published using the template. You will need to modify the application package and reselect the template in order for those changes to be reflected.

Deleting Package Templates

To delete an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

> Deleting application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen.

Manage Application Package Templates screen

This screen displays the available application package templates.

Select the application package template that you want to delete by clicking in the checkbox in the first column of that template’s row.

> **Note** – You will not be able to delete application package templates that your agency did not create.

Click the **Delete Template** button above the listed application package templates.

This will take you to the **Delete Application Package Template Verification** screen.

Delete Application Package Template Verification screen

Click the **Delete** button to permanently remove the listed template.

OR

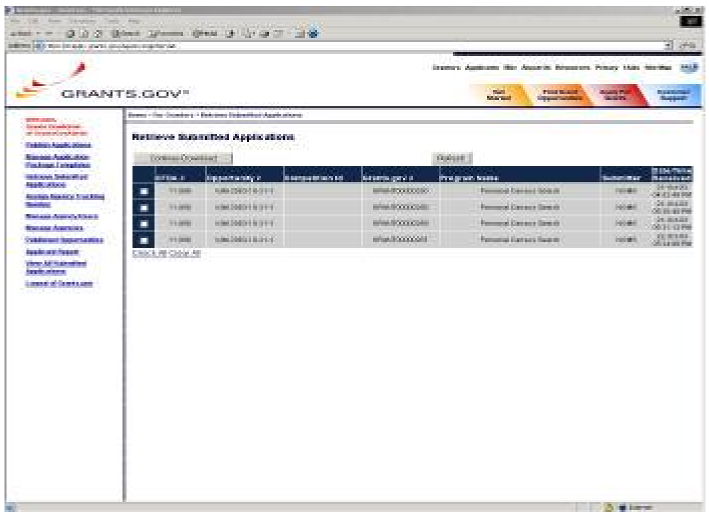
Click the **Cancel** button to return to the previous screen without deleting the listed template.

Retrieving Submitted Applications

To retrieve and download the applications submitted to your agency, simply click the **Retrieve Submitted Applications** link on the left of your screen.

This will take you to the **Retrieve Submitted Applications** screen.

Retrieve Submitted Applications screen

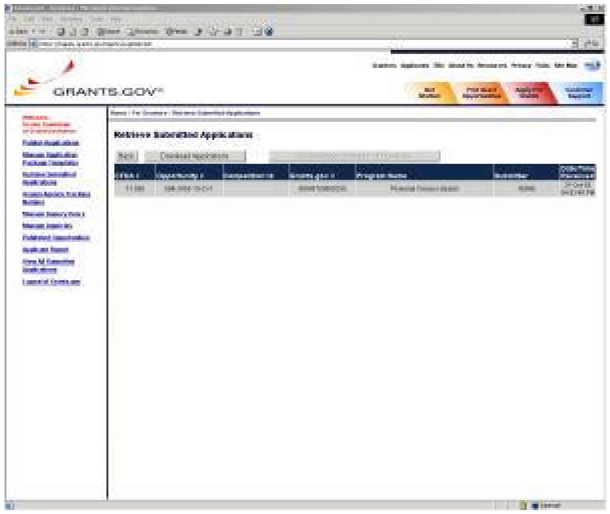


Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

Click the **Continue Download** button to download the applications.

This will begin the retrieval process.

Retrieve Submitted Applications screen



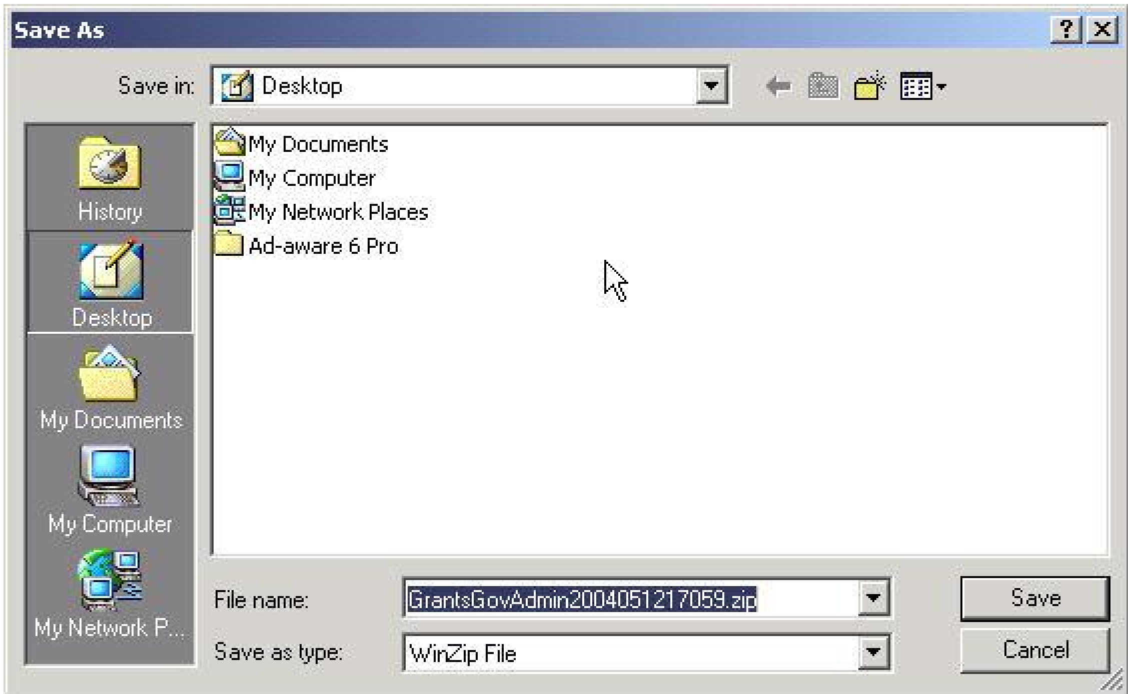
To return to the previous screen without downloading the applications, click the **Back** button.

OR

To download the listed applications, click the **Download Applications** button.

This will open the **File Download** screen and you will be prompted to save the application to your computer.

File Download screen

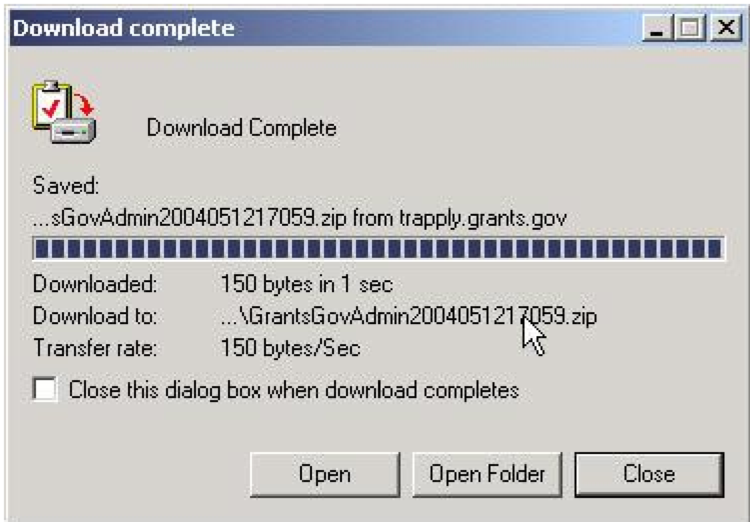


Click the **Save** button.

> **Note** – if you click the Open button, the zip file will appear empty. You must save the application before opening it.

This will open the **Save As** window.

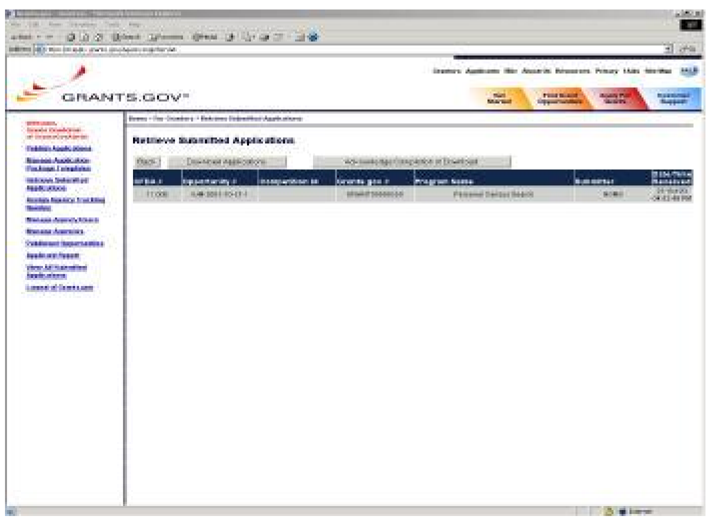
Save As window



Select the location where you want to save the application and click the **Save** button.

This will return you to the **Retrieve Submitted Applications** screen where the **Acknowledge Completion of Download** button will be active.

Retrieve Submitted Applications screen



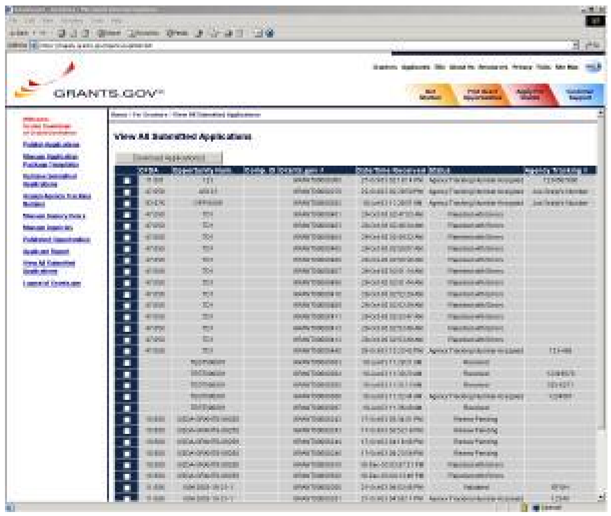
Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button. This will complete the download process and return you to the **Retrieve Submitted Applications** screen where the application will no longer appear.

Re-retrieving Applications

If you need to "re-retrieve" an application, simply click the **View Applications** link on the left of the screen.

This will take you to the View Applications screen where all applications submitted to your agency will be listed.

View Applications screen

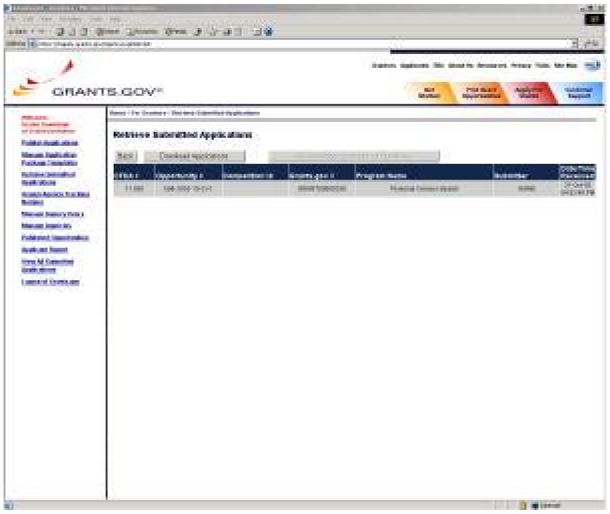


Select the applications that you want to download by clicking the checkbox in the corresponding application's row.

Click the **Download Application**s button to download the applications.

This will begin the retrieval process.

Retrieve Submitted Applications screen



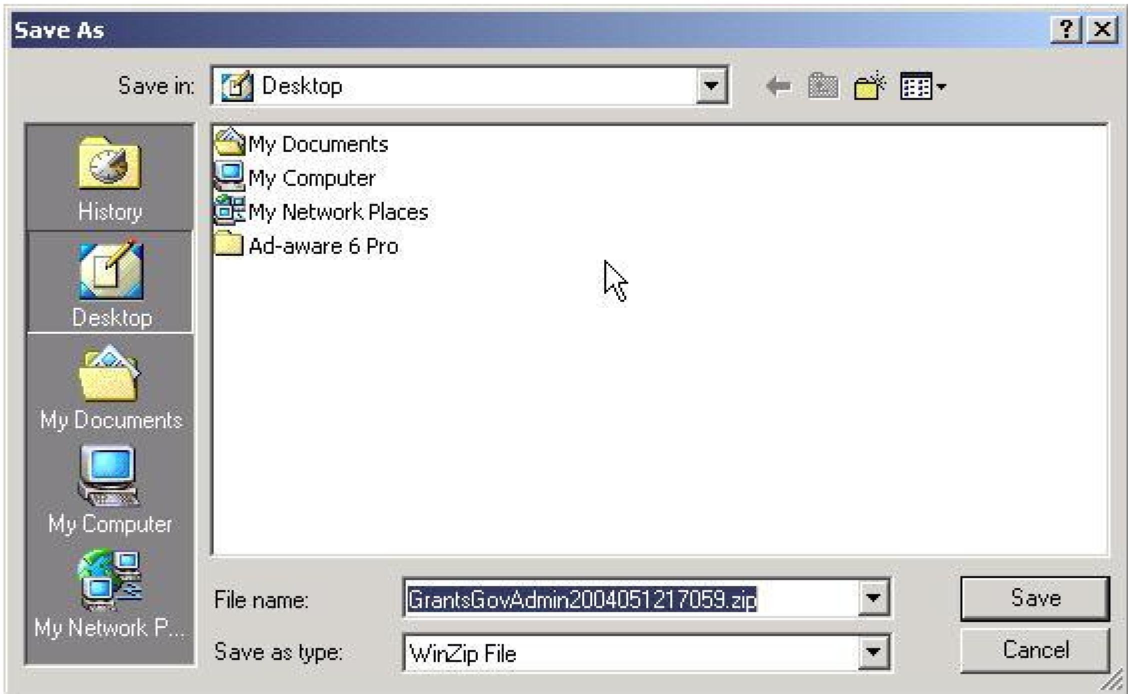
To return to the previous screen without downloading the applications, click the **Back** button.

OR

To download the listed applications, click the **Download Applications** button.

This will open the **File Download** screen and you will be prompted to save the application to your computer.

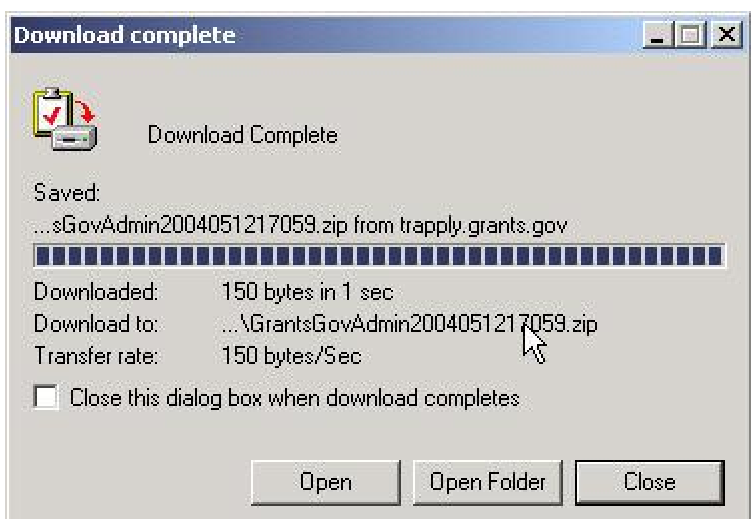
File Download screen



Click the **Save** button.

This will open the **Save As** window.

Save As window



Select the location where you want to save the application and click the Save button.

This will return you to the **Retrieve Submitted Applications** screen where the **Acknowledge Completion of Download** button will be active.

Retrieve Submitted Applications screen

Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button.

Assigning Tracking Number

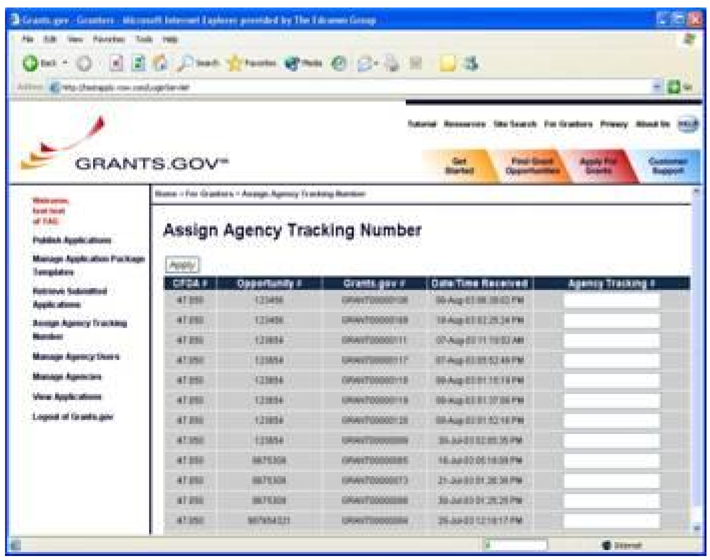
Assigning agency tracking numbers allows you to assign a unique number to a submitted application that your agency can use internally for application identification.

Before you can assign a tracking number, you will need to retrieve the submitted applications. This procedure can be found in the “Retrieving Submitted Applications” topic.

To view the submitted applications which need a tracking number assigned, click **Assign Agency Tracking Number** on the left of the screen.

This will open the **Assign Agency Tracking Number** screen.

Assign Agency Tracking Number screen



This screen displays a list of the submitted applications which have not been assigned an agency tracking number.

To assign a tracking number to an application, simply enter a number in the **Agency Tracking #** field of that application’s row.

Click the **Apply** button. The application will no longer appear on the list. You can view the change by clicking the **View Applications** link on the left of the screen.

Managing Agencies

This section of the site enables you to create and modify agency profiles, manage users registered with your agency or sub-agencies, delete agencies and set agency levels.

Manage Agencies screen

This screen displays the registered agencies that you represent.

To modify your agency profile, click the **Modify My Agency** button above the list.

To create an agency, click the **Create Agency** button above the list.

To modify an existing sub-agency, select the sub-agency that you want to modify by clicking in the checkbox in the sub-agency's row and then click the **Modify Sub-Agency** button above the list.

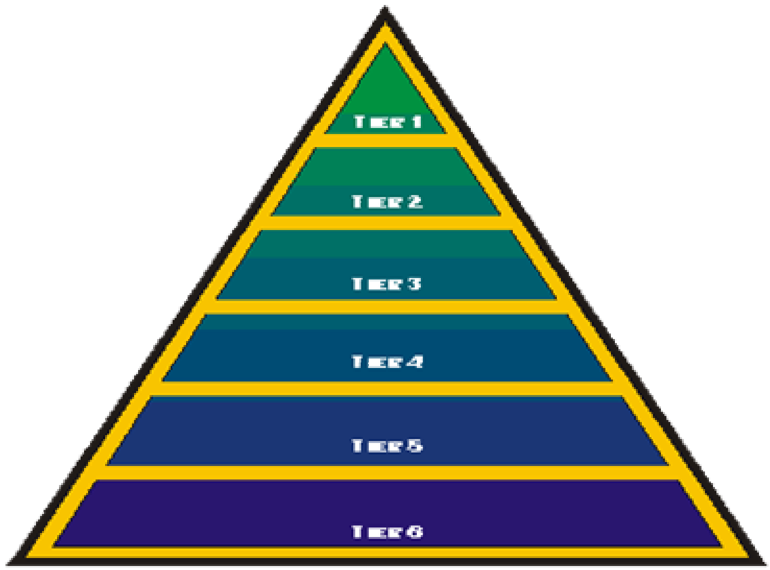
To delete an existing agency, select the agency that you want to delete by clicking in the checkbox in the agency's row and then click the **Delete Agency** button above the list.

To set your agency level, click the **Set Agency Level** button above the list.

To modify the users of an existing agency, select the agency for which you want to modify its users by clicking in the checkbox in the agency's row and then click the **Manage Users** button above the list. This will take you to the **Manage Agency Users** screen where you can reassign user roles and modify user profiles as well as delete users. For more detailed information about these procedures, refer to the "Reassigning Roles", "Modifying User Profiles" and "Delete Users" topics.

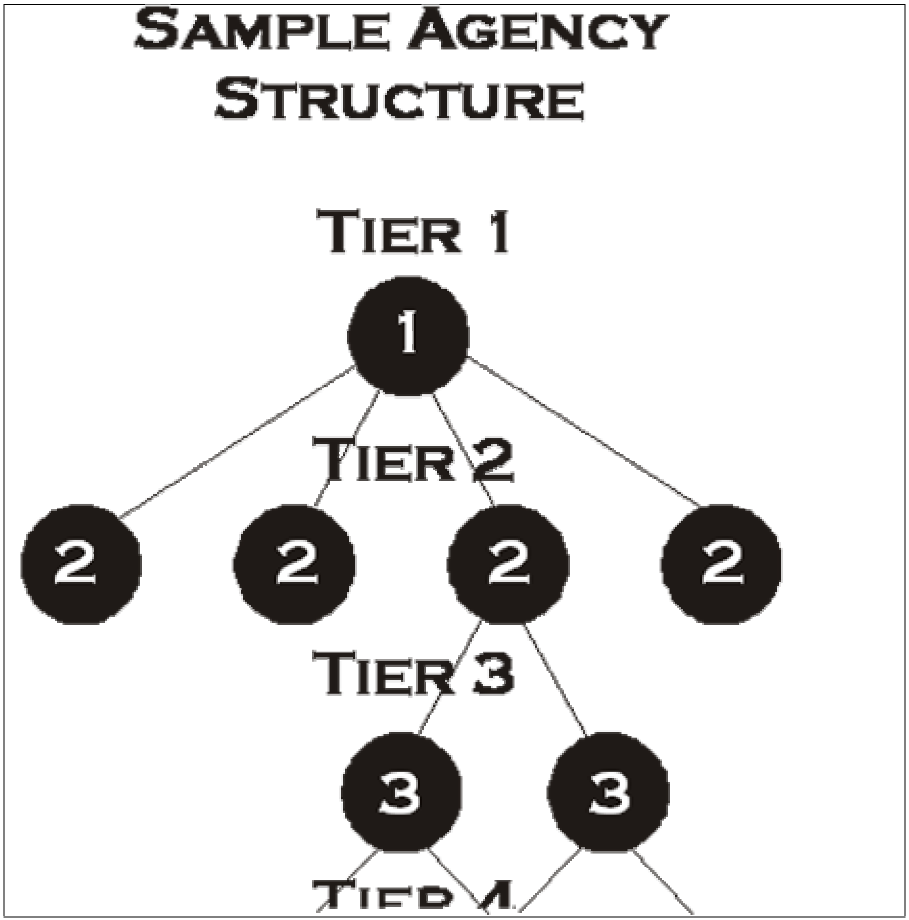
Agency Tiers

AGENCY TIERS



The Grants.gov tiers are linear in that the Tier 1 agency is referred to as the “parent agency”. Tiers 2-6 are “sub-agencies” within the “parent agency”.

“Agencies” and “Sub-Agencies”



The above graphic is a sample of how the agency and sub-agency structure might look. You may have numerous sub-agencies registered with the parent agency.

How Agency Enrollment Codes Work

When you sign up as a new user, you are required to enter an Agency Enrollment Code. This code designates to which agency you are assigned. The Agency Enrollment Code is created from the Agency Code entered when creating an agency. The code combines the Agency Codes of your agency and those of your "parent" agencies, separating them by hyphens.

For example, if Tier 1's agency code is T1, Tier 2's agency code is T2, Tier 3's agency code is T3, etc… and you wanted to register with the Tier 3 "sub-agency", your Agency Enrollment Code would be T1-T2-T3

What You Can See When You Login

When you login to the "For Grantors" section of the site, you are logging into a specific agency in a specific tier.

You will be able to view the following (depending on your assigned roles):

- The application packages created by the current agency you are logged into
- The application package templates created by the current agency you are logged into
- The applications packages which your agency created that have been downloaded, completed and submitted by grant applicants. You will be able to retrieve and assign agency tracking numbers to these applications.
- The users registered with your agency and the agencies which are one tier below your agency.*

*To view the users of the agencies registered one tier below your agency, you will need to first select the agency from the Manage Agencies screen and then click the Manage Users button. These users will not appear on the Manage Agency Users screen if you simply click t he link on the left of your screen.

- The agencies which are registered one tier directly below your agency.

For example, a user registered with a Tier 2 Agency, will be able to see:

- All the application packages and package templates that his/her Tier 2 Agency created
- All the applications packages that his/her Tier 2 Agency created which have been downloaded, completed and submitted by grant applicants
- The users registered with his/her Tier 2 Agency
- The users registered with the Tier 3 agencies that are directly below his/her Tier 2 Agency.
- The Tier 3 agencies that are registered directly below his/her Tier 2 Agency.

Creating Agencies

To create a new agency, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.

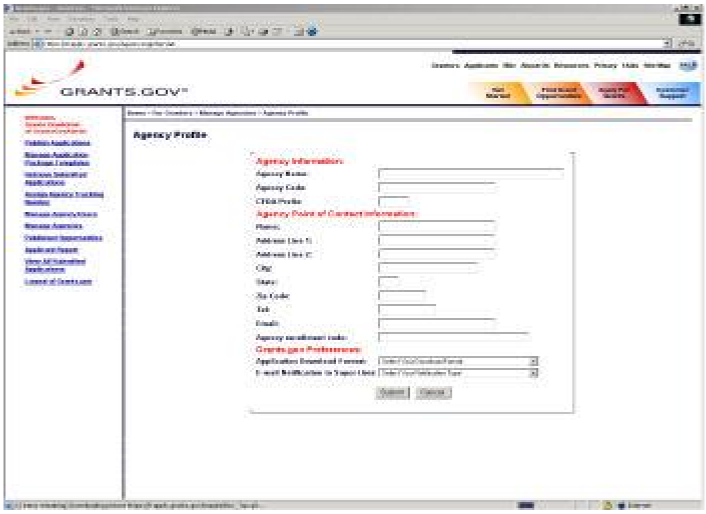
Manage Agencies screen

This screen displays the registered agencies that you represent.

Click the **Create Agency** button above the listed agencies.

This will take you to the **Agency Profile** screen.

Agency Profile screen



Enter the agency's name in the **Agency Name** field. You only need to enter the name for the specific agency that you are registering.

Enter a code for the agency in the **Agency Code** field. This is typically the agency's acronym and should be unique.

Enter the agency's CFDA prefix in the *CFDA Prefix* field.

Enter a point of contact name for the agency in the **Name** field.

Enter the street address at which the agency contact works in the **Address** field.

Enter the city in which the agency contact works in the **City** field.

Enter the state in which the agency contact works in the **State** field.

Enter the zip code in which the agency contact works in the **Zip Code** field.

Enter the business phone number for the agency contact in the **Tel** field.

Enter the business email address for the agency contact in the **Email** field.

You do **NOT** need to enter anything in the **Agency Enrollment Code** field. The system will automatically generate this code. This code will be required when signing up new users for the agency.

Select the format for which applications will be able to be downloaded by clicking the arrow next to the **Application Download Format** drop down box.

Select the e-mail notification to the agency's super-user by clicking the arrow next to the **E-Mail Notification to Super-User** drop down box.

If you do not want to save the new agency, click the **Cancel** button. You will be returned to the **Manage Agencies** screen where the new agency will not appear.

OR

If you want to save the new agency, click the **Submit** button. You will be returned to the **Manage Agencies** screen where the new agency will be listed.

Modifying Agencies

Modify Your Agency Profile

To modify your agency profile, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.

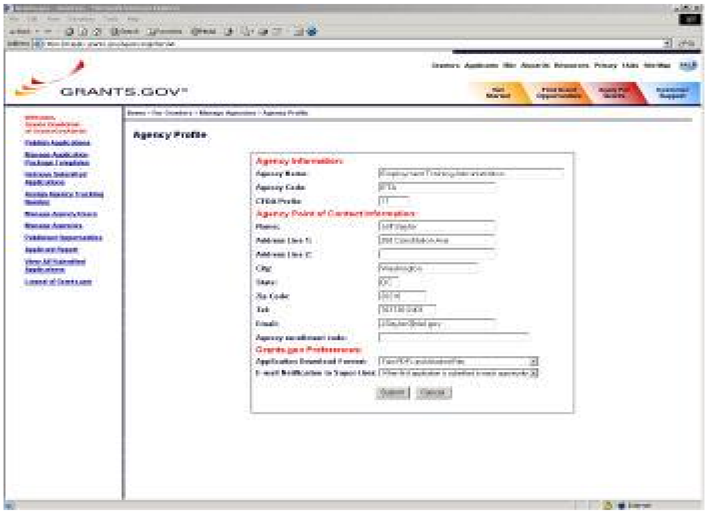
Manage Agencies screen

This screen displays the registered agencies that you represent.

Click the **Modify My Agency** button above the listed agencies.

This will take you to the **Agency Profile** screen for the agency with which you are registered.

Agency Profile screen



Make any necessary revisions.

If you do not want to save the changes you made to your agency profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agencies** screen and the changes will not be saved.

OR

If you want to save the changes you made to your agency profile, click the **Submit** button at the bottom of the screen to save the changes. You will be returned to the **Manage Agencies** screen and the changes will be saved.

Modify a Sub-Agency Profile

To modify a sub-agency that is registered for your agency, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.

Manage Agencies screen

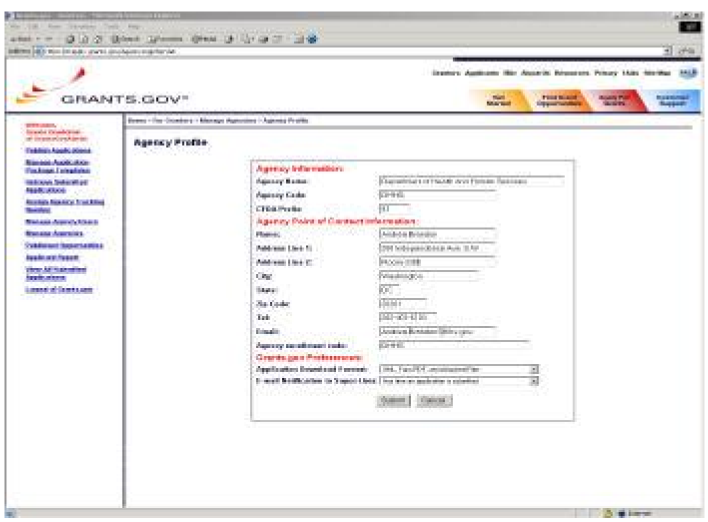
This screen displays the registered agencies that you represent.

Select the sub-agency profile that you want to modify by clicking in the checkbox in the first column of that sub-agency's row.

Click the **Modify Agency** button above the listed agencies.

This will take you to the **Agency Profile** screen.

Agency Profile screen



Make any necessary revisions.

If you do not want to save the changes you made to the sub-agency profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes you made to the sub-agency profile, click the **Submit** button at the bottom of the screen to save the changes. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Set Agency Levels

To set a new agency level, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.

Manage Agencies screen

This screen displays the registered agencies that you represent.

Click the **Set Agency Level** button above the listed agencies.

This will take you to the **Set Agency Level** screen.

Set Agency Level screen

Select the agency for which you want to be assigned from the **Select Your New Agency Level** drop down box.

If you do not want to save your new agency level, click the **Cancel** button. You will be returned to the **Manage Agencies** screen and the changes will not be saved.

OR

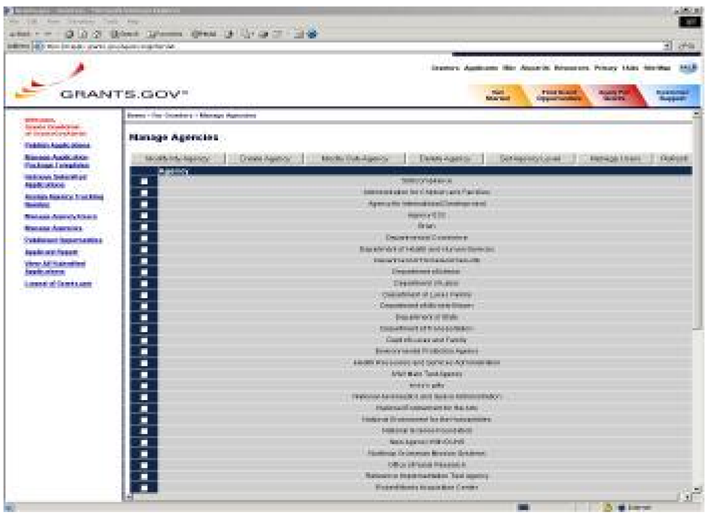
If you want to save your new agency level, click the **Submit** button. You will be returned to the **Manage Agencies** screen and your new agency level will be set.

Deleting Agencies

To delete an agency, click the **Manage Agencies** link on the left of your screen.

This will take you to the **Manage Agencies** screen.

Manage Agencies screen



This screen displays the registered agencies that you represent.

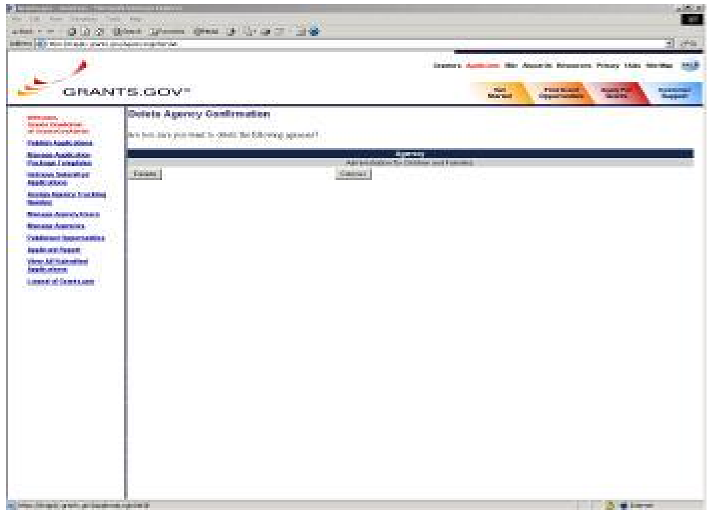
Select the agency profile(s) that you want to delete by clicking in the checkbox in the first column of that agency's row. You can select more than one agency to delete at a time.

To select all of the agencies, click the **Check All** link at the bottom of the agency list. To de-select all of the agencies, click the **Clear All** link at the bottom of the agency list.

Click the **Delete Agency** button above the listed agencies.

This will take you to the **Delete Agency Confirmation** screen.

Delete Agency Confirmation screen



Click the **Cancel** button to return to the previous screen without deleting the listed agencies.

OR

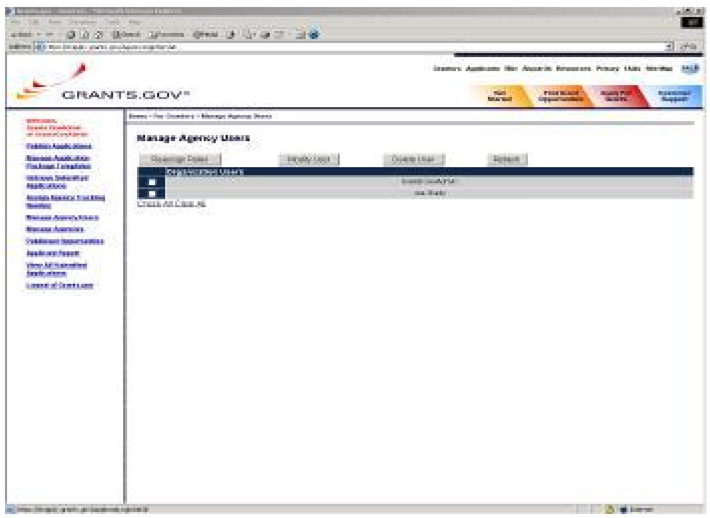
Click the **Delete** button to permanently remove the listed agencies. You will be returned to the **Manage Agencies** screen where you will need to click the **Refresh** button to update the **Manage Agencies** screen so that the agencies you deleted no longer appear.

Managing Agency Users

This section of the site enables you to modify and delete agency users as well as reassign agency user roles.

To create a new user, use the “Sign Up Now” procedure in the “Logging In and Out” topic.

Manage Agency Users screen



This screen displays the users currently registered with the agency or agencies that you represent.

To reassign user roles, select the user that you want to modify by clicking in the checkbox in the user’s row and then click the **Reassign Roles** button.

To modify an existing user’s profile, select the user that you want to modify by clicking in the checkbox in the user’s row and then click the **Modify User** button.

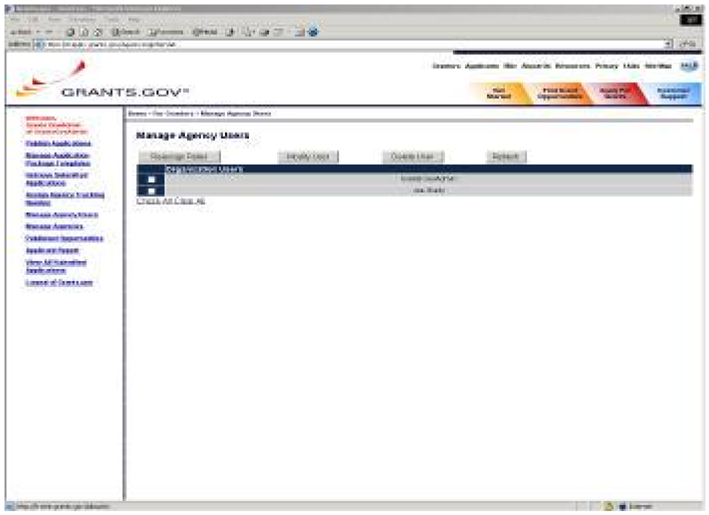
To delete an existing user, select the user that you want to delete by clicking in the checkbox in the user’s row and then click the **Delete User** button.

Reassigning Roles

To reassign user roles, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

Manage Agency Users screen



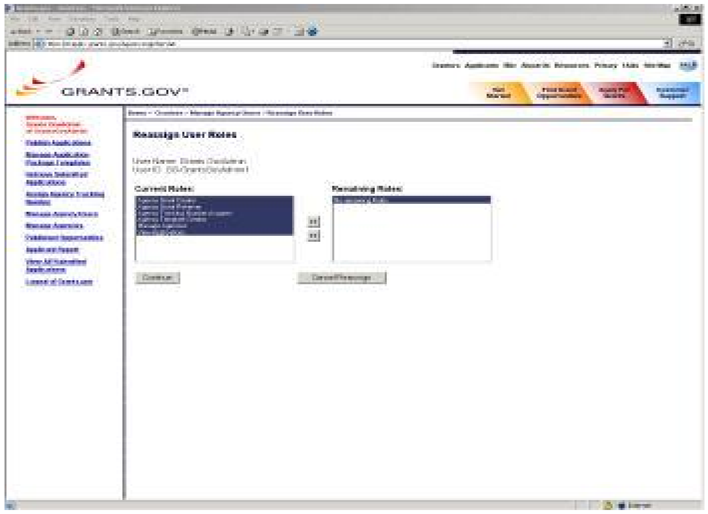
This screen displays the users currently registered with the agency or agencies that you represent.

Select the user you want to modify by clicking in the checkbox in the first column of that user's row.

Click the **Reassign Roles** button above the listed users.

This will take you to the **Reassign User Roles** screen.

Reassign User Roles screen



The **Current Roles** table lists the roles which are currently assigned to the user.

To add a role to the user, select the role that you want to assign to the user in the **Remaining Roles** table by clicking it. Then click the double arrow pointing to the left <<. The role will move from the **Remaining Roles** table to the **Current Roles** table.

To remove a role from the **Current Roles** table, select the role by clicking it and then click the double arrow pointing to the right >>. The role will move from the **Current Role**s table to the **Remaining Roles** table.

If you do not want to save the changes to the user roles, click the **Cancel Reassign** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes to the user roles, click the **Continue** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Role Definitions

The **Agency Grant Creator** role allows a user to publish application packages.

The **Agency Grant Retriever** role allows a user to retrieve applications that were submitted to your agency.

The **Agency Tracking Number Assigne**r role allows a user to assign tracking numbers to submitted applications.

The **Agency Template Creator** role allows a user to manage application package templates.

The **Manage Agencies** role allows a user to manage agencies.

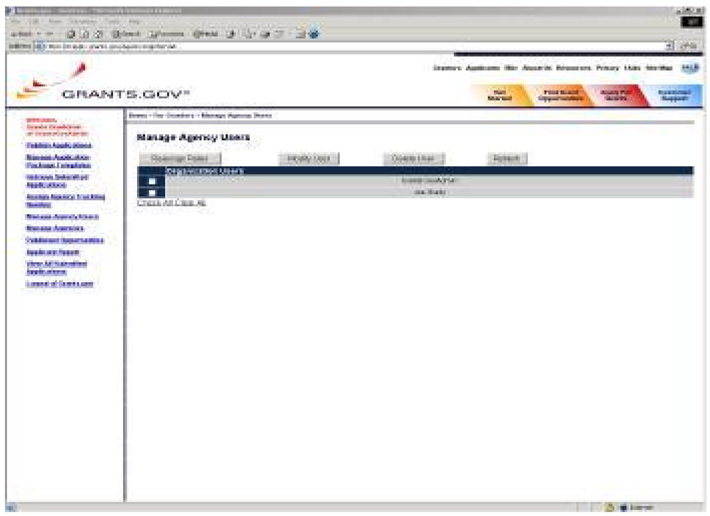
The **View Applications** role allows a user to view the applications submitted to your agency.

Modifying User Profiles

To modify an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

Manage Agency Users screen



This screen displays the users currently registered with the agency or agencies that you represent.

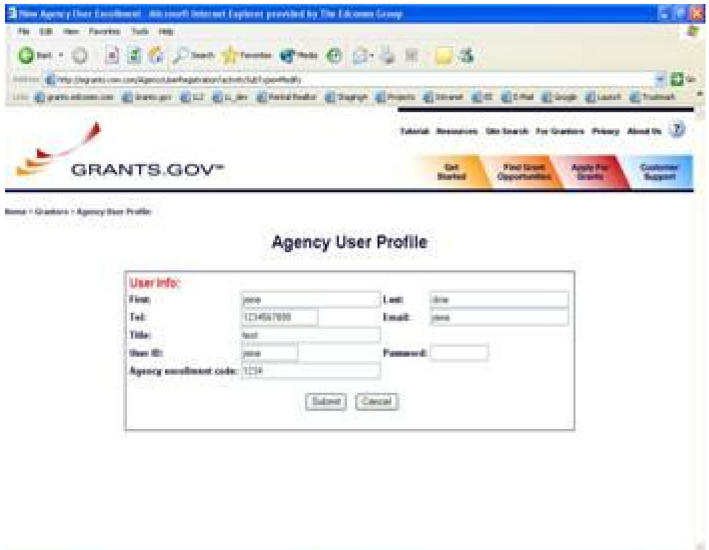
Select the user profile that you want to modify by clicking in the checkbox in the first column of that user's row.

Note – if you make revisions to a user's profile, you will need to re-enter a password for the user.

Click the **Modify User** button above the listed users.

This will take you to the **Agency User Profile** screen.

Agency User Profile screen



Make any necessary revisions.

If you do not want to save the changes you made to the user profile, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes you made to the user profile, click the **Submit** button at the bottom of the screen.

> **Note** – if you make revisions to a user's profile, you will need to re-enter a password for the user.

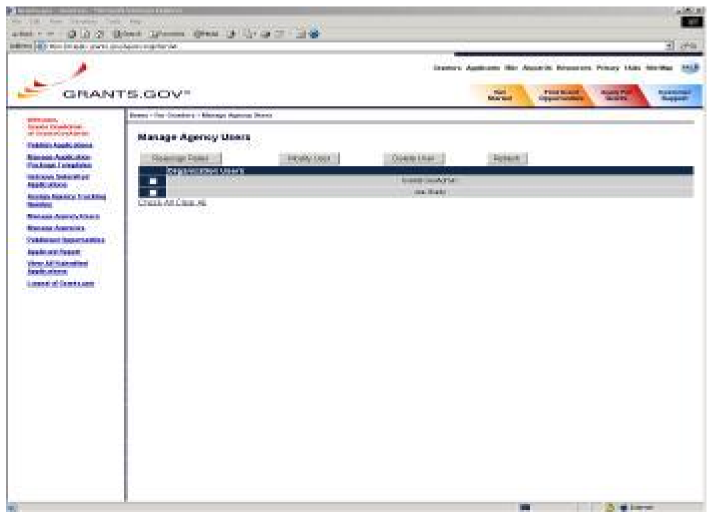
You will be returned to the **Manage Agency Users** screen and the changes will be saved.

Deleting Users

To delete an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen.

Manage Agency Users screen



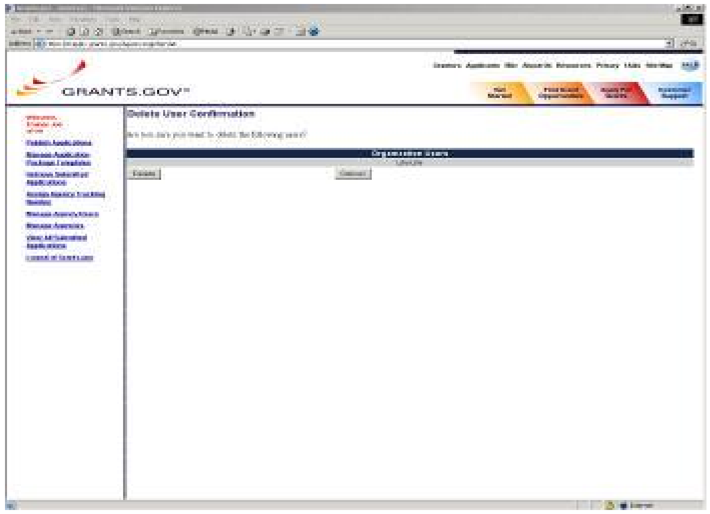
This screen lists the users currently registered for your agency.

Select the user profile that you want to delete by clicking in the check box in the first column of that user's row.

Click the **Delete User** button above the listed users.

This will take you to the **Delete User Confirmation** screen.

Delete User Confirmation screen



Click the **Delete** button to permanently remove the listed user.

OR

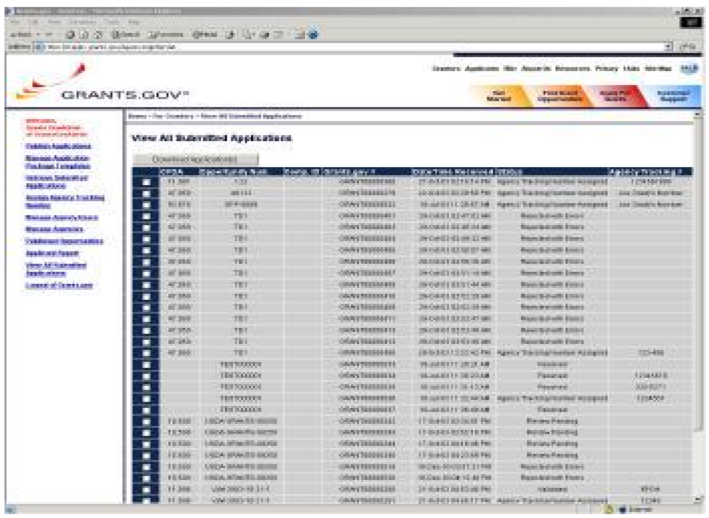
Click the **Cancel** button to return to the previous screen without deleting the listed user.

Viewing Applications

To view the applications submitted to the agency or agencies that you represent, click the **View All Applications** link on the left of your screen.

This will take you to the **View All Applications** screen.

View All Applications screen



You can also re-retrieve submitted applications from this screen. For more information, refer to the "Retrieving Submitted Applications" topic.

Glossary

The following are definitions for technical terms and acronyms used in the data communications industry and in Context Sensitive Help.

Agency Specific Data Sets	Data that an agency collects in addition to data on any of the SF-424 series forms.
Application Package	A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.
Application Package Template	One or more forms and documents which can be reused for multiple opportunity-specific application packages.
Authorized Organization Representative (AOR)	A person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization.
Cage Code	A five character code which identifies companies doing, or planning to do business with the Federal Government is assigned through the CCR.
Catalog of Federal Domestic Assistance (CFDA)	An online database of all Federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
Central Contractor Registry (CCR)	The primary database of vendors for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury which collects, validates, stores and disseminates data in support of agency missions.
Context-Sensitive Help	Online help which provides detailed information and instruction on a specific topic.
Cookie	A piece of information sent by a Web Server to a Web Browser that the Browser software is expected to save and to send back to the Server

	whenever the browser makes additional requests from the Server. Depending on the type of Cookie used, and the Browsers' settings, the Browser may accept or not accept the Cookie, and may save the Cookie for either a short time or a long time.
Credential Provider	The organization that validates the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates for Grants.gov.
Data Universal Numbering System (DUNS)	A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).
Download	Transferring data (usually a file) from a another computer to the computer you are using.
E-Authentication	A gateway which provides access to numerous Credential Providers.
E-Business Point of Contact	An individual who is designated as the Point of Contact in the CCR registration. This person is responsible for assigning the "Agency Applicant" role to all AORs.
E-Mail	Messages, usually text, sent from one person to another via computer.
Fedgrants.gov	The current website at which you can search for grant opportunities.
Frequent Questions	A list of commonly asked questions and their answers.
Grants.gov	A “storefront” web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the Grants.gov site. (www.grants.gov).
Grants.gov Tracking Number	A number set used by Grants.gov which is used to identify each application it receives.

Inter-Agency Electronic Grants Committee (IAEGC)	An organization which encourages and assists federal agencies in developing electronic grants systems and standardizing electronic commerce methodologies throughout the federal government. The IAEGC is chartered to Grants.Gov Program Management Office.
Login	The act of connecting to a computer system by giving your credentials (usually your "username" and "password").
Marketing Partner ID (MPIN)	A personal code that allows you to access other government applications such as the Past Performance Automated System, DoDBusOpps and TeDS. The MPIN may act as your password in these other systems. You make up the code and register it in CCR. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).
North American Industry Classification System (NAICS) Code	A code with a maximum of six digits used to classify business establishments. This code will be replacing the Standard Industrial Classification (SIC) code.
Operational Research Consultants (ORC)	The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.
Password	A code used to gain access to Grants.gov along with a username. Good passwords contain letters and non-letters and are not simple combinations such as virtue7.
PDF	A file format designed to enable printing and viewing of documents with all their formatting (typefaces, images, layout, etc.) appearing the same regardless of what operating system is used, so a PDF document should look the same on Windows, Macintosh, linux, OS/2, etc.
Point of Contact (POC)	An individual who is designated as the person responsible for authorization and maintenance of information on behalf of a CCR registrant, coordinating communication among organizations.
PureEdge Viewer	A small, free program will allow you to access, complete and submit all application packages electronically and securely through Grants.gov.

Quick Reference	A job aid that will provide the information you likely will use most often.
Role Manager	The person listed as the Point of Contact for a specific grantor agency or sub-agency. This person will receive any email notifications about application submissions, depending on the option selected in the agency's profile.
SIC Code	Being replaced by the NAIC code, a code that was used to classify business establishments.
Standard Form 424 (SF-424) series forms	Standard government-wide grant application forms including: SF-424 (Application for Federal Assistance cover page); SF-424A (Budget Information – Non-construction Programs); SF-424B (Assurances – Non-construction Programs; SF-424C (Budget Information – Construction Programs); and SF-424D (Assurances – Construction Programs). Plus named attachments including Project Narrative and Budget Narrative.
System Requirements	Computer functionality and programming which is required in order for a specific program to operate.
Trading Partner Identification Number (TPIN)	An identification number The restricted access number assigned by CCR to the main CCR Point of Contact who manages information for the CCR registrant.
Tutorial	A computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.
Upload	Transferring data (usually a file) from the computer you are using to another computer.

User Guide	A well indexed, comprehensive guide to reference information about Grants.gov.
User Name	The ID which allows access into specific sections of Grants.gov.
XML	A widely used system for defining data formats. XML provides a very rich system to define complex documents and data structures such as invoices, molecular data, news feeds, glossaries, inventory descriptions, real estate properties, etc.